

**BUDGET WORKSHEET**

RE 623 (Rev. 4/07)

GENERAL INFORMATION

This budget is a good faith estimate from plans prior to construction and/or completion (for new projects) or from a combination of plans and/or site inspections (for existing projects). For existing projects, there may have been historical data as support for some line items, but changes to the project may make historical data not applicable or reliable. This budget was prepared for the purpose of obtaining a public report.

The association must adopt a budget in accordance with the California Civil Code. If that budget is less than 10% or greater than 20% from this budget, you should contact the Department of Real Estate. The association may increase or decrease its budget. It is typical for costs to increase as the project ages. The association should conduct a reserve study after its first year of operation to adjust the reserve funding plan for any changes which may have taken place during construction.

DRE FILE NUMBER (IF KNOWN)

MASTER DRE FILE #

DEPUTY ASSIGNED FILE (IF KNOWN)

SUBDIVISION IDENTIFICATION AND LOCATION

NAME AND/OR TRACT NUMBER

NAME TO BE USED IN ADVERTISING (IF DIFFERENT THAN NAME OR TRACT NUMBER)

STREET ADDRESS (IF ANY)

CITY

COUNTY

MAIN ACCESS ROAD(S)

NEAREST TOWN/CITY

MILES/DIRECTION FROM TOWN/CITY

TYPE OF SUBDIVISION

- ☐ Condominium
☐ Condominium Conversion
☐ Stock Cooperative
☐ Stock Cooperative Conversion
☐ Limited Equity Housing Corporation
☐ Planned Development

- ☐ Planned Development Land Project
☐ Planned Development Mobile Home
☐ Community Apartment
☐ Out-of-State
☐ Undivided Interest
☐ Undivided Interest Land Project

NUMBER OF LOTS/UNITS

PHASE #

TOTAL # IN PROJECT

PREVIOUS DRE FILE #

OF ACRES

BUDGET PREPARER

NAME

ATTENTION

TELEPHONE NUMBER

()

ADDRESS

CITY

ZIP CODE

Certification

I declare under penalty of perjury that the representations and answers to questions in this document and all documents submitted as a part of the homeowners budget are true and complete to the best of my knowledge and belief.

SIGNATURE OF BUDGET PREPARER

DATE



IMPROVEMENTS WORKSHEET

- ❖ If this phase will have any line items shown on pages 3, 4 and 5 hereof exempted from payment of assessments under Regulation 2792.16(c), asterisk those items on pages 3, 4 and 5 and list any partially deferred costs on a separate sheet showing calculations and attach. All exempted improvements must be covered by reasonable arrangements for completion. Include Planned Construction Statement (RE 611A) for review.

1. Number of buildings containing residential units _____
2. Estimated completion date for the residential units included in this phase _____
3. Estimated completion date for the common area and facilities included in this phase _____
4. Type of residential building for this project (i.e., high-rise, cluster, garden, etc.) _____
5. Type of construction for these buildings (i.e., steel, concrete, wood frame, etc.) _____
6. Type of roof (i.e., shake, etc.) _____
7. Type of paving used in the project. _____
8. Type of exterior wall for residential buildings _____
9. Number of residential units per building _____
10. Number of floors per building. _____
11. Number of bedrooms per unit. _____
12. Square footage of units (list number and size of each unit type) _____
13. Type of parking facilities and number of spaces (i.e., detached garage, tuck-under, subterranean, carport, open, etc.). _____

Complete 14 and 15 for Phased Condominium Projects Only

14. Have you submitted budgets for all phases to be completed within the next three calendar years and a built-out budget? ☐ Yes ☐ No
15. If this condominium project involves phasing with a single lot, submit a budget for *each* phase plus a budget which will be used *if* future phases are not completed. (Commonly referred to as a *worst case budget*.)

BUDGET SUMMARY

PHASE NUMBER	DATE OF BUDGET	DRE FILE NUMBER
NUMBER OF UNITS	TRACT NUMBER/NAME OF PROJECT	

		<i>Per Unit Per Month</i>	<i>Total Monthly</i>	<i>Total Annual</i>
100 FIXED COSTS	101. Property Taxes			
	102. Corporation Franchise Taxes			
	103. Insurance (attach proposal)			
	104. Local License & Inspection Fees			
	105. Estimated Income Taxes			
	100 – SUB TOTAL			
200 OPERATING COSTS	201. Electricity (attach work sheet)			
	Lighting: Leased			
	202. Gas (attach work sheet)			
	203. Water (attach work sheet)			
	204. Sewer/Septic Tanks/Storm Drains/ Water Retention Basins (include if not in 203)			
	205. Cable TV/Master Antenna			
	207. Custodial Area: <i>Number of Restrooms:</i>			
	207a. Custodial Supplies			
	208. Landscape Area: (<i>See page 15.</i>)			
	208a. Landscape Supplies			
	209. Refuse Disposal <i>Vender Name:</i> <i>Telephone Number:</i>			
	210. Elevators <i>Number: Type:</i>			
	211. Private Streets, Driveways, Parking Areas <i>Area:</i>			
	212. Heating & Air Conditioning Maintenance <i>Area:</i>			
	213. Swimming Pool <i>Number: Size: Mths. heated:</i> Spa <i>Number: Size:</i>			
	213a. Swimming Pool/Spa Supplies			
	214. Tennis Court <i>Number:</i>			

		<i>Per Unit Per Month</i>	<i>Total Monthly</i>	<i>Total Annual</i>
200 OPERATING COSTS	215. Access Control <i>Guard hours per day:</i> <i>No. of motorized gates: Type:</i> <i>No. of Intercoms/Telephone Entry:</i>			
	216. Reserve Study			
	217. Miscellaneous			
	Minor Repairs			
	Pest Control			
	Snow Removal			
	Lakes/Waterways			
	Community Network			
	218. Fire Sprinklers, Fire Alarms & Fire Extinguishers			
	200 - Sub Total			
300 RESERVE	301–313 (attach reserve work sheet)			
	300 – Sub Total			
400 ADMINISTRATION	401. Management ❶			
	402. Legal Services			
	403. Accounting			
	404. Education			
	405. Miscellaneous, office expense			
	400 – Sub Total			
	TOTAL (100–400)			
500 CONTINGENCY	501. New Construction 3%			
	502. Conversions 5%			
	503. Revenue Offsets (attach documentation)	()	()	()
	TOTAL BUDGET			

- ❖ DRE regulations allow the use of variable assessments against units only if one unit will derive as much as 10 percent more than another unit in the value of common goods and services supplied by the association.

After determining the percent of benefit derived from services provided (page 14) by the association, an easy chart to follow would be:

Less than 10%	equal assessments
from 10% to 20%	variable or equal
Over 20%	variable assessments

The budget and management documents indicate (check appropriate box):

- ☐ equal assessments
☐ variable assessments

- ❖ The inventory and quantities used in the preparation of this budget are normally derived from plans completed prior to construction and may vary slightly from actual field conditions. The calculated budget is a good faith estimate of the projected costs and should be deemed reliable for no more than one year. The Board of Directors should conduct an annual review of the Association's actual costs and revise the budget accordingly.

- ❶ Depending upon the level of service selected by the Association, the amount shown may be insufficient to cover the cost and may be higher.

RESERVES WORKSHEET

DRE FILE NUMBER			TRACT NUMBER			
Item	(1) ① Sq. Ft. or Number	(2) ① Unit Cost HOA Manual	(3) ① Replacement Cost	(4) ① Remaining Life	Yearly Reserve Columns 1x2 or 3÷4	Cost Per Unit Per Month
Paint						
Wood Siding (paint/stain)						
Roof - Type:						
Roof - Type:						
Water Heaters						
Exterior Lights						
Hard Floors - Type:						
Carpets						
Elevators						
Streets & Drives						
Heating & Cooling						
Pool Re-plaster						
Pool Heater						
Pool Filter						
Spa Re-plaster						
Spa Heater						
Spa Filter						
Pool/Spa Pumps - No:						
Tennis Courts – No:						
Furnishing/Equipment						
Fences (paint/stain)						
Fences (repair/replace) - Type:						
Walls (paint)						
Walls (repair/replace)						
Wrought Iron Fencing (paint)						
Wrought Iron (repair/replace)						
Pumps/Motors - Type:						
Motorized Gates						
Wood Decking						
Septic Tanks						
Fountains						
Storm Drain Filters						
Other						
① Use either Columns 1 and 2 or 3 and 4, but not both for a particular item.				TOTAL RESERVE		

Note: For space purposes, we have included only the components most frequently found in common-interest subdivisions. Reserve items should not be limited to the list above, but be tailored to your particular project.

GENERAL PROJECT INVENTORY

- ❖ Complete schedules 1 through 6 below, then transfer the totals to Site Summary area.
- ❖ Frequently several buildings will be repeated in a subdivision. These may be combined on one line. Wherever additional space is required attach computations on a separate sheet.

SITE SUMMARY – TOTAL SUBDIVISION AREA

_____ acres x 43,560 = _____ Total square feet.

- | | | |
|--------------------------------|-------|---------|
| 1. Building(s) footprint | _____ | sq. ft. |
| 2. Garages or carports | _____ | sq. ft. |
| 3. Recreational facilities | _____ | sq. ft. |
| 4. Paved surfaces | _____ | sq. ft. |
| 5. Restricted common areas | _____ | sq. ft. |
| 6. Other: (attach description) | _____ | sq. ft. |

Sub Total (1–6) _____ sq. ft.

Total Square Ft. (from above)	_____	sq. ft.
Subtract Sub Total (1–6)	_____	sq. ft.
Remainder = landscape area	_____	sq. ft.

INDIVIDUAL SUMMARY SCHEDULES

1. Buildings Containing Units

Length	x	Width	=	Area of Each Bldg.	x	No. of Buildings	=	Total Area Square Feet
--------	---	-------	---	-----------------------	---	---------------------	---	---------------------------

_____	x	_____	=	_____	x	_____	=	_____
_____	x	_____	=	_____	x	_____	=	_____
_____	x	_____	=	_____	x	_____	=	_____
_____	x	_____	=	_____	x	_____	=	_____

Total for Summary Item 1 above _____

2. Multiple Detached Garages and Carports

_____	x	_____	=	_____	x	_____	=	_____
_____	x	_____	=	_____	x	_____	=	_____
_____	x	_____	=	_____	x	_____	=	_____

Total for Summary Item 2 above _____

3. Recreational Facilities

Total Area

- a. Recreation Room, Clubhouse, Lanai, or other
(length x width = total sq. ft.)

_____ x _____ = _____ sq. ft.

- b. Pools

Number: _____

Size: _____

_____ sq. ft.

- c. Spas

Number: _____

Size: _____

_____ sq. ft.

- d. Tennis Courts

Number: _____

Size: _____

Surface Type: _____

_____ sq. ft.

- e. Other: (describe)

_____ sq. ft.

Total for Summary Item 3 above

_____ sq. ft.

4. Paved Areas (streets, parking, walkways, etc.)

(length x width = square foot area)

Paving Material (concrete, asphalt, etc.)

_____ x _____ = _____

_____ x _____ = _____

_____ x _____ = _____

_____ x _____ = _____

Total for Summary Item 4 above

_____ sq. ft.

5. Restricted Common Areas Use (patio, etc.)

Describe and attach calculations

Total for Summary Item 5 above

_____ sq. ft.

6. Other – Describe and attach calculations

Total for Summary Item 6 above

_____ sq. ft.

ROOF RESERVE WORKSHEET*(See page 15)*

<i>Building ❶</i>	<i>Flat Roofed Area</i>	<i>Shingled Area</i>	<i>Cement/Spanish Tile or Wood Shake Area</i>
Totals			
Modifications		<i>x</i> <i>x</i>	<i>x</i> <i>x</i>
Grand Totals			

ROOF PITCH TABLE

<i>Pitch</i>	<i>Rise</i>	<i>Multiplier</i>
One eighth	3" in 12"	1.03
One sixth	4" in 12"	1.06
Five 24ths	5" in 12 "	1.08
One quarter	6" in 12"	1.12
One third	8" in 12"	1.20
One Half	12" in 12"	1.42
Five eighths	15" in 12"	1.60
Three quarters	18" in 12"	1.80

- ❶ Take areas of all buildings listed in Sections 1, 2 and 3a. Add 6% (a 1.06 multiplier) for each foot of roof overhang. In addition, adjust for roof pitch based upon the table above. The table converts horizontal area to roof area.

PAINTING WORKSHEET

EXTERIOR

Exterior painting area is determined by measuring the structure to find the perimeter (total distance around) and multiplying that by 10 for each story. Use a separate line for each story if the configuration of the building changes from story to story (*for wood siding see Item 301 in the Cost Manual*).

- Buildings (*include garages, recreation buildings*)

Type of Surface	Perimeter	x	10 ft.	x	No. of Stories	x	No. of Bldg. (if identical)	=	Total Area
_____	_____	x	10 ft.	x	_____	x	_____	=	_____
_____	_____	x	10 ft.	x	_____	x	_____	=	_____
_____	_____	x	10 ft.	x	_____	x	_____	=	_____
_____	_____	x	10 ft.	x	_____	x	_____	=	_____
Total building paint area									_____

Walls	Linear Feet	x	Height	x	2 ❶	=	Total Area
	_____	x	_____	x	2	=	_____
	_____	x	_____	x	2	=	_____
	_____	x	_____	x	2	=	_____
Total wall paint area							_____
Total exterior paint area							_____

INTERIOR

Interior painting reserve is determined by measuring the room perimeter and multiplying by 8' and adding ceiling area.

Room/Type	Walls	x	8 ft.	=	Wall Area	+	Ceiling	=	Total Area
Descrip.	Perimeter						(Length x Width)		
_____:	_____	x	8 ft.	=	_____	+	_____ x _____	=	_____
_____:	_____	x	8 ft.	=	_____	+	_____ x _____	=	_____
_____:	_____	x	8 ft.	=	_____	+	_____ x _____	=	_____
_____:	_____	x	8 ft.	=	_____	+	_____ x _____	=	_____
_____:	_____	x	8 ft.	=	_____	+	_____ x _____	=	_____
_____:	_____	x	8 ft.	=	_____	+	_____ x _____	=	_____
Total interior paint area									_____
TOTAL EXTERIOR AND INTERIOR									_____

FENCES

Fence requiring paint or stain (*see Item 312 in manual for wood and wrought iron*)

Compute separately using higher cost—put on separate line on page 5 of the Reserve Worksheet.

Linear Feet	x	Height	x	2 ❶	=	Total Area
_____	x	_____	x	2	=	_____
_____	x	_____	x	2	=	_____
_____	x	_____	x	2	=	_____
Total fence area						_____

- ❶ Always multiply by 2 to cover the area for both sides of the wall or fence. If the wall or fence will be painted or stained on one side only, adjust your calculation and make appropriate notation on the worksheet.

ELECTRICAL ENERGY CONSUMPTION WORKSHEET

A. Lights (see Note ❶)
*(number of lights x average watt per light
 x average number hours in use per day x .03 = KWH per month)*

KWH per month

1. Interior Lights (*hallways, lobbies, garage, stairwells, etc.*)

_____ x _____ x _____ x .03 = _____

2. Garage Lights

_____ x _____ x _____ x .03 = _____

3. Outdoor and walkway lights

_____ x _____ x _____ x .03 = _____

4. Street Lights

_____ x _____ x _____ x .03 = _____

B. Elevators (*number of cabs x number of floor stops per cab x 167 KWH = KWH per month*)

_____ x _____ x 167 KWH = _____

C. Tennis Court Lights (*number of courts x 1000 KWH = KWH per month*)

_____ x 1000 KWH = _____

D. Electric Heating

(0.25 KWH x sq. ft. heated = KWH per month for warm climates)

(0.65 KWH x sq. ft. heated = KWH per month for cold climates)

_____ x _____ = _____

E. Hot Water Heating (*320 KWH x number of 40 gallon tanks = KWH per month*)

320 KWH x _____ = _____

F. Air Conditioning (*number of sq. ft. cooled x .34 KWH = KWH per month*)

_____ x .34 KWH = _____

G. Electrical Motors (*see Notes ❷ and ❸*)

(horsepower x watts x hours of use per day x .03 x % of year in use = KWH per month)

Motor #1 _____ x _____ x _____ x .03 x _____ = _____

Motor #2 _____ x _____ x _____ x .03 x _____ = _____

Motor #3 _____ x _____ x _____ x .03 x _____ = _____

Motor #4 _____ x _____ x _____ x .03 x _____ = _____

H. Pool/Spa Heating

(Number of heaters x KWH rating x hours of daily use x 30 days = KWH per month)

_____ x _____ x _____ x 30 days = _____

TOTAL KWH PER MONTH

I. Total Monthly Cost

(total KWH per month x rate per KWH = total cost)

• _____ x \$_____ = \$_____

• Monthly common meter charge \$_____

Total Monthly Cost \$_____

Utility Company Name: _____

Telephone Number: _____

Notes

- ❶ Do not include leased lights. Instead use lease agreement with rate schedule with budget work sheet. Put monthly charge into Item 201 leased lights. Use a minimum of 10 hours per day average usage for exterior lighting.
- ❷ Motors are found in swimming pool pumping systems, circulating hot water systems, ventilation systems in subterranean garages, security gates, interior hallways, and interior stairwells and also in private water systems and fountains. (Hours of use for pool pumps – see Item 201 in the Cost Manual.)
- ❸ Normally 1,000 watts per horsepower should be used. Check plate on motor or manufacturer's specifications. If wattage is not listed, it can be calculated by multiplying amps x volts.

GAS CONSUMPTION WORKSHEET

1. Water Heaters

Therms

(number of dwelling units on association meters + laundry rooms + outdoor showers
+ recreation rooms = number units x 20 Therms = Therms per month)

_____ + _____ + _____ + _____ = _____ x 20 Therms = _____

2. Pool (see Note ❶)

(BTU rating x hours of daily use x .0003 x % of year in use = Therms)

Pool #1 _____ x _____ x .0003 x _____ % = _____

Pool #2 _____ x _____ x .0003 x _____ % = _____

3. Spa

(Number of spas (by size) x therm range = Therms used)

_____ (8' diameter) x 300 Therms = _____

_____ (10' diameter) x 350 Therms = _____

_____ (12' diameter) x 400 Therms = _____

4. Central Heating

(BTU rating x average hours of daily use x .0003 = Therms used)

_____ x _____ x .0003 = _____

5. Other

(number of gas barbecues, fireplaces, etc.) x 5 = Therms

_____ x 5 = _____

Total Therms

(therms x rate = monthly charge)

_____ x _____ = \$ _____

_____ x _____ = \$ _____

_____ x _____ = \$ _____

Meter Charge \$ _____

Total Monthly Cost \$ _____

Utility Company Name: _____

Telephone Number: _____

- ❶ The presumption is a recreation pool with heating equipment will be used all year or 100%. For very hot or cold climates where a heater will not or cannot be used all year, a 70% usage should suffice. Less than 70% usage will require a Special Note in the Subdivision Public Report.

WATER AND SEWER WORKSHEET

- A. Domestic (use only if units are billed through association)
(number of units [include rec. rooms] x rate/100 CF x 10 = Water Cost)

Water Cost

_____ x _____ x 10 = \$_____

- B. Irrigation (see Note ❶)
(landscape area x rate/100 cf. x .0033 = Water Cost)

_____ x _____ x .0033 = _____

- C. Sewers (see Note ❷)
(Charge per unit per month x number units = Sewer Cost)

\$_____ x _____ = \$_____

or alternate calculation (% of A and B, etc.)

_____ (A) x _____ % = \$_____

- D. Meter Charge

Line size: _____ (2", 3" etc.) Charge per month: \$_____

MONTHLY WATER COST: \$_____

Utility Company Name: _____

Telephone Number: _____

Notes

- ❶ Average usage is four-acre feet of water per acre of landscaping per year. This formula is based on four-acre feet of usage. Some areas like the low desert will require 8 to 12-acre feet of water per acre of landscaping per year and the "B" figure should be adjusted accordingly. (Example: 4 x figure for B = 12-acre feet.)
- ❷ If some other method of billing is used for the sewage charge and/or this will not be a common expense, provide a letter from the sanitation district and or water company (whichever applicable) which so states.

PRORATION SCHEDULE WORKSHEET**Section I Variable Assessment Computation**

A. Variable Costs Description	Monthly Cost
1. Insurance	\$_____
2. Domestic Gas (if common)	\$_____
3. Domestic Water (if common)	\$_____
4. Paint	\$_____
5. Roof	\$_____
6. Hot Water Heater (if common)	\$_____
7. Other	\$_____
Total Variable Cost	\$_____

B. Total livable square footage of all units from condominium plan: _____

C. Variable Factor (*variable monthly costs ÷ square footage = variable factor*): _____
 Multiply this factor by each unit size below in Section III.

Section II Equal Assessment Computation

A. Total Monthly Budget	\$_____
Less Variable Costs	\$_____
Total Monthly Equal Costs	\$_____
B. Monthly Base Assessment:	\$_____
<i>(total monthly cost ÷ number of units = monthly base assessment)</i>	

Section III Assessment Schedule

Unit Size	x	Variable Factor	=	Variable Assessment	+	Base Assessment	=	Total Mth. Assessment	x	Unit Count	=	Total Mth. Budget *
A. _____	x	_____	=	_____	+	_____	=	_____	x	_____	=	_____
B. _____	x	_____	=	_____	+	_____	=	_____	x	_____	=	_____
C. _____	x	_____	=	_____	+	_____	=	_____	x	_____	=	_____
D. _____	x	_____	=	_____	+	_____	=	_____	x	_____	=	_____

VERIFICATION OF COMPUTATIONS

Total Monthly Budget (Section III) _____

Total Monthly Budget (Section IIA) _____

* Total Assessment x number of units of each type.

Section IV Variable Assessments

Highest Assessment	-	Lowest Assessment	÷	Lowest Assessment	=	% Differential
_____	-	_____	÷	_____	=	_____ %

SUPPLEMENTAL WORKSHEET**LANDSCAPE**

- A. Complete chart and transfer "total landscape cost per year" to line #208 on page 3 (cumulative per phase).

<i>Type</i>	<i>Percent</i>	<i>Area</i>	<i>Annual Cost per S.F.</i>	<i>Total Cost per type</i>
Ground cover				
Lawn				
Open space maintained				
Open space non-maintained				
Landscape repairs/supplies				
Other				
Total	100%			
TOTAL LANDSCAPE COST PER YEAR				

- B. Please provide information regarding water requirements of drought resistant plants/areas, if any. Indicate as a percentage of normal or standard watering requirements and provide source of information.

ROOF

- A. If there is only one type of roof, with a constant slope factor across all roof surfaces, the following chart may not need to be completed. When this chart is completed, transfer total to roof line item on page 5.

<i>Building</i>	<i>Type of Roof</i>	<i>Width of Overhang</i>	<i>Quantity (incl. overhang)</i>	<i>X Pitch Multiplier</i>	<i>= Adjusted S.F.</i>	<i>X Annual Cost per S.F.</i>	<i>= Total Annual Cost</i>
			X	=		X	=
			X	=		X	=
			X	=		X	=
			X	=		X	=
			X	=		X	=
			X	=		X	=
TOTAL ROOF COST PER YEAR							

- B. If a mansard will be/is constructed please provide the measurements and type of material to be used.
